

PLANS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Plans Coordinator exists is to coordinate the flow of development related plans through the Project Review division. Assists in better delivery of services and continually improved services to the citizens in the Planning and Development Services Department. This classification is not supervisory. Work is performed under general supervision by a Development Services Manager.

ESSENTIAL FUNCTIONS

Keeps accurate records pertaining to the status of commercial site plans, building plans, and subdivision review plans; runs blueprint copies and performs other office duties; provides weekly status reports on plans; informs staff and the public on the status of projects; and answers questions related to plans over the telephone and in person.

Transports plans from Development Services areas to Plan Review area (10 ft.) by pushing a loaded cart weighting approximately 30-60 lbs. Periodically manually lifts boxed development records weighing roughly 25-30 lbs.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Ability to:

Operate computer terminal to log-in information, update records, and retrieve data.

Listen and communicate effectively both verbally and in writing with a diverse group of people.

Decipher engineering and architecture plans for submittal and distribution to appropriate plans reviewers.

Read and interpret basic drawings and specifications.

Learn City ordinances and policies.

Efficiently run a blueprint machine.

Lift and carry 30 pounds; mobility to transport plans to Plan Review.

Operate a PC or terminal.

Communicate verbally with the public.

Establish and maintain effective working relationships with co-workers, supervisors, engineers, other City staff and the general public.

Operate a variety of office equipment including a computer and a variety of computer software, requiring continuous or repetitive arm-hand movements.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to one (1) year experience in paraprofessional engineering or architecture; and some experience with records management.

FLSA Status: Non-exempt

HR Ordinance Status: Classified